

**Rockville Commission on the Environment's Outreach Working Group
Minutes on the Meeting on April 22, 2009
At the Rockville City Hall, 111 Maryland Avenue**

Attendance:

Working Group Members: David Davis, Beri Kravitz and Faith Klareich (on the phone)
Guest: Heather Gewandter, City of Rockville

Meeting Commencement:

The meeting was convened at 7:30 in the Blue Crab Conference Room at City Hall.

Meeting Discussion:

The Outreach Working Group (OWG) performed a final review of the first three panels of the "Road Show". The final product will have 5 inter-changeable panels.

Next steps:

- David Davis to get Heather Gewandter the electronic copy of the 3 final panels. Ms. Gewandter will start them through the internal Public Outreach Review process and get them to Graphics to be laid-out.
- Beri Kravitz will get Heather Gewandter the type and size of display panels the OWG wants. Heather Gewandter will consult with Graphics regarding the best vendor, price, etc.
- Heather Gewandter will get a proof of the final panels to OWG for their review.
- Heather Gewandter will get the OWG the back yard habitat display proof. This is an example of the type of work the City's graphics department has done in the past.

The OWG discussed the process for completing the additional working group panels.

Next steps:

- The OWG will develop guidance for the other working groups outlining the type of information that should be included on the Road Show panels.
- The OWG will present the guidance at the next Commission Meeting and ask the working groups to write the text for their panels by the June meeting.

The OWG verified the logistics for Science Day.

Next steps:

- Dave Davis send Heather Gewandter the middle panel of the Road Show so that she can print it out for the Science Day booth.

Adjournment:

The meeting adjourned at approximately 8:30 pm.

Next Meeting:

The next OWG meeting is scheduled for May 27, 2009 at 7:30 pm at the Rockville City Hall, 111 Maryland Avenue in Rockville.